

NOTICE TO STUDENTS

In FY94, administration of the correspondence course program of the U.S. Army Logistics Management College (ALMC) was transferred to the U.S. Army Training Support Center, Army Institute for Professional Development (AIPD), at Fort Eustis, VA.

The ALMC remains responsible for course development and technical advice to students. To contact ALMC concerning course content, call DSN 539-4370 or commercial (804) 765-4370, or write:

COMMANDANT
US ARMY LOGISTICS MANAGEMENT COLLEGE
ATTN SLS MMD
2401 QUARTERS ROAD
FORT LEE VA 23801-1705

The AIPD is responsible for enrolling (and disenrolling) students, distributing course materials, electronically grading examinations, granting requests for course extensions, posting information and changes/corrections to student records, and other administrative matters. To contact AIPD regarding such matters, call DSN 927-3335/5442 or commercial (804) 878-3335/5442 or write:

ARMY INSTITUTE FOR PROFESSIONAL DEVELOPMENT
ATTN ATIC-IPS SCHOOL CODE 907
NEWPORT NEWS VA 23628-0001

For your convenience, we have included two preaddressed inquiry forms, one for content questions addressed to ALMC and another for administrative matters addressed to AIPD. If you have questions about a specific subcourse, refer to the alphanumeric designation (LM and four numbers) on the examination response sheet when addressing that subcourse.

In order to provide quality training, ALMC has the policy of tailoring correspondence courses to mirror classroom instruction as closely as possible. This correspondence course has been compiled of materials that are also used in the resident mode of instruction. Therefore, you will find the ALMC numbering system used throughout this text. However, as AIPD now administers this course, the course number indicated on the cover of this text as well as the examination identification number are consistent with format used by AIPD.

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TABLE OF CONTENTS
ASSOCIATE LOGISTICS EXECUTIVE DEVELOPMENT CORRESPONDENCE COURSE
MATERIEL READINESS, PART I
SUBCOURSE LM 0074

1. Introduction.	Page No.
	iv
2. Administrative Instructions.	
a. General.	iv
b. Specific.	v
c. Academic Standards.	vi

Unit of Instruction (UOI)	Title	ALM No.	Page No.
	Lesson 1 Assignment Sheet		1
	UOI 1 Assignment Sheet		2
1	Overview of Major Item Management	ALM-41-4301-C	5
	Lesson 1 Examination		31
	Answers to Lesson 1 Examination		34
	Lesson 2 Assignment Sheet		35
	UOI 2 Assignment Sheet		36
2	Wholesale Inventory Management of Secondary Items	ALM-41-5611-C	37
	UOI 3 Assignment Sheet		53
3	Introduction to Wholesale Requirements Determination	ALM-41-5503-C	55
	UOI 4 Assignment Sheet		67
4	Statistical Forecasting	ALM-41-5485-C	69
	UOI 5 Assignment Sheet		79
5	Economic Order Quantity/Variable Safety Level	ALM-41-5484-C	81
	Lesson 2 Examination		93
	Answers to Lesson 2 Examination		96
	Lesson 3 Assignment Sheet		97
	UOI 6 Assignment Sheet		98
6	Executive Environmental Brief	ALM-49-5138-C	99
	UOI 7 Assignment Sheet		127
7	Orientation to the Defense Personal Property Reutilization and Marketing Program	ALM-44-0689-WB	129
	Lesson 3 Examination		159
	Answers to Lesson 3 Examination		162

1. Introduction.

a. Materiel Readiness, Parts I and II, provides an understanding of requirements determination for and management of major and secondary items and the relationship and significance of maintenance, transportation, distribution, and disposal during the operations and disposal phase of the life-cycle model.

b. This phase consists of two subcourses, as follows:

(1) Subcourse LM 0074, Materiel Readiness, Part I.

(2) Subcourse LM 0075, Materiel Readiness, Part II.

c. You are now ready to begin your study of Subcourse LM 0074, Materiel Readiness, Part I, the first of two subcourses that comprise Phase III of the Associate Logistics Executive Development Correspondence Course.

d. Effective supply management throughout the life cycle of materiel requires close coordination and integration of all the functional elements of logistics: requirements, procurement, distribution, maintenance, transportation, and disposal.

e. Some of the discussions in this subcourse relate to high-level Government activities whose actions affect military supply. It is important that you view these activities in the proper perspective so that you will be able to understand how each relates to the supply system and to you.

f. Throughout your study of this and the other subcourse, keep in mind the importance of effective, efficient, and economical management of each procedure in each activity in the logistics system. Only if we have and apply this specialized knowledge can we hope to achieve maximum effectiveness throughout the logistics system.

2. Administrative Instructions.

a. General.

(1) The maximum time allocated for completion of all 5 phases of the Associate Logistics Executive Development Program is 4 years.

(2) Grading procedures:

(a) The overall grade attained in a subcourse is based on the score attained on the subcourse final examination.

(b) The overall grade in a course is the average of the two subcourse final examination grades.

(c) Grades will be apportioned according to the following distribution:

90% - 100%	- A
80% - 89%	- B
70% - 79%	- C
69% and below	- F

(3) Lesson book requirements: **There is no requirement to return lesson books and materials upon completion or termination of the course.**

(4) Award of certificates and diplomas:

(a) Statement of subcourse credit hours:

Subcourse LM 0074	51 credit hours
Subcourse LM 0075	<u>42</u> credit hours
Total credit hours	93

(b) Upon completion of the requirements of a subcourse, a Certificate of Subcourse Completion will be issued.

(c) When all established criteria for course completion have been met, an appropriate diploma will be awarded.

(5) Reentry into program after termination:

(a) When an enrollment has been terminated for failure to meet participation requirements or for academic deficiency, a period of 6 months must elapse before reentry. Those subcourses successfully completed prior to termination will be credited toward program completion after reentry. Requests for reinstatement must be submitted as an original application accompanied by a justification for reinstatement.

(b) When an enrollment has been terminated for reasons other than participation requirements or academic deficiency, the 6-month waiting period does not apply. Reinstatement may be accomplished by informal letter.

b. Specific.

(1) Part I, Subcourse LM 0074, consists of Lessons 1 through 3, composed of 7 units of instruction to include Conferences (C's), Workbooks (WB's), and Examinations (E's). No materials other than your lesson book will be required for completion of Subcourse LM 0074.

(2) Lesson examinations:

(a) To get the most benefit from your course, you should adhere closely to the following procedures:

(1) File the lesson examination answers in a secure place without looking at them or allowing anyone else to see them.

(2) Study your course materials thoroughly.

(3) When you come to them, take your lesson examinations without looking at the answers. **ABSOLUTELY DO NOT SEND THEM TO US FOR GRADING!**

(4) Check your answers against those provided and retain the lesson examinations to use in studying for the subcourse final examination.

(5) Remember, the purpose of the lesson examinations is to assist you to pass the subcourse final examination which you will submit to us for grading. Thus, it is to your advantage to adhere closely to the above procedures.

(3) Final examination and academic credits:

(a) The subcourse final examination will be an open book examination.

(b) Completed examination should be mailed to the Army Institute for Professional Development, ATTN: ATIC-IPS (School Code 907), Newport News, VA 23628-0001.

(c) The American Council on Education recommends the award of 14 semester hours of undergraduate-level college credit or 3 hours graduate credit for successful completion of the Associate Logistics Executive Development Course. Request for transcripts of credit should be addressed to the Army Institute for Professional Development, ATTN: ATIC-IPS (School Code 907), Newport News, VA 23628-0001.

(4) Provided you complete the entire Subcourse LM 0074, you will have earned a total of 51 credit hours.

(5) The word "he," when used in this publication, represents both the masculine and feminine genders, unless otherwise specifically stated.

c. Academic Standards.

(1) The honor code is an integral part of the academic environment of U.S. Army Logistics Management College Correspondence Course enrollment. Students are placed on their honor to neither give nor receive information from any unauthorized source. Your submissions of examinations signify that your solutions are your own and were made on an individual basis without assistance. Any violation of this code may be grounds for immediate cancellation of your enrollment.

(2) Students who enroll in correspondence courses as a group may discuss and exchange ideas while in study sessions. However, their examination submissions must be completed as an individual effort, without assistance from the remainder of the group or anyone else. Please adhere to this requirement. To do otherwise could cause execution of the procedures described in the paragraph above.